



## Forest Heights Police Department Policy and Procedures Manual

Subject:	Vehicle Crash Investigations - Non- Departmental			
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### A. Purpose

To establish Forest Heights Police Department (FHPD) policy and procedures for motor vehicle crashes that do not involve personal injury, property damage, and the vehicles are drivable.

### B. Motor Vehicle Crashes Requiring an Investigation

1. Crashes resulting in a fatality;
2. Crashes resulting in a personal injury;
3. Hit and Run crashes;
4. Crashes accompanied by a violation that requires a court appearance; (i.e., D.U.I., Reckless Driving);
5. Crashes involving government-owned vehicles, regardless of the level of government; and
6. Property damage crashes occurring on a public roadway resulting in functional and disabling damage to one or more vehicles.
  - a. Minor damage, which renders a vehicle temporarily inoperable, does not require an investigation.
  - b. Examples of this type of minor damage may be broken or cracked windshield, flat tire(s), broken vehicle lights, and or body damage that can be temporarily realigned so as not to interfere with the safe operation of the vehicle, etc.

### C. Crashes Not Requiring an Investigation

Although an investigation may not be required for the following types of crashes, FHPD officers may conduct an investigation for such crashes at their own discretion.

1. Property damage crashes occurring on a public or private parking lot regardless of the extent of damages
2. Non-vehicular property damage crashes (fences, poles, shrubbery, etc.). Officers are reminded, however, of their obligation to identify and notify the property owner of the damage and the information regarding the striking vehicle and operator.
3. Property damage crashes occurring on a public roadway which do not result in functional and disabling damage to any one vehicle involved in a crash.

### D. Report Used

When the crash does not require a report (investigation), the FHPD Form 9a, Motor Vehicle Exchange of Information is just going to be exchanged between the drivers involved in the crash.

### E. Reporting Requirements

1. All required investigations will be completed and reported in a fashion consistent with current standards.
2. For crashes not investigated FHPD officers will:

## **Chapter 12 Section 8**

- a. Check to ensure that all operators of vehicles involved in a crash possess valid operator's permits.
  - b. Check wanted status (if deemed appropriate).
  - c. Clear a crash in which no investigation is conducted by advising the dispatcher code 309, information exchanged. This notation will also be placed on the officer's Daily Run Sheet in the RMS (Records Management System).
3. Officers investigating motor vehicle crashes may make appropriate traffic violation charges when the violation can be substantiated by witnesses, or through the officer's observation of the violation. Officers not investigating a motor vehicle crash in compliance with this policy will not make any judgment concerning liability or issue a traffic citation.

### **F. Accident reports**

1. Officers will turn in accidents reports to the FHPD Clerk by the end of a tour of duty in which the reports were written.
2. For accidents not turned in at the end of a tour of duty officers with written report to their supervisor detailing the reason the accident report was not submitted on time.
3. Accident reports will be written in ink or typed.
4. Officers will inform persons requesting a copy of an accident report that copies of accident reports may be obtained Monday through Friday from 0900 hours to 1300 hours, for a \$10.00 fee, 72-hours after the accident occurred, from the FHPD.